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ABSTRACT

This handbook contains directions for FHA/HERO (Future Homemakers of America/Home Economics Related Occupations) participation activities in Montana. Participation activities are local, state, and national level competitions involving students in vocational home economics programs. The handbook provides a general overview of participation activities and rules, and then provides specific rules for each of the nine individual events and three chapter competitions in which students can participate. Individual events include busboy/busgirl, waiter/waitress, and pantry/cold sandwich showcase in the food service section; fabric sales and selection in the clothing services section; child development/story telling and prepared child care display in the child care services section; and prepared speech, illustrated talk, and job application in the general section. Chapter activities include a scrapbook, chapter display, and parliamentary procedures demonstration. Complete rules, along with judges' rating sheets are given for each event. Application forms for individuals and team events are also included in the handbook. (KC)

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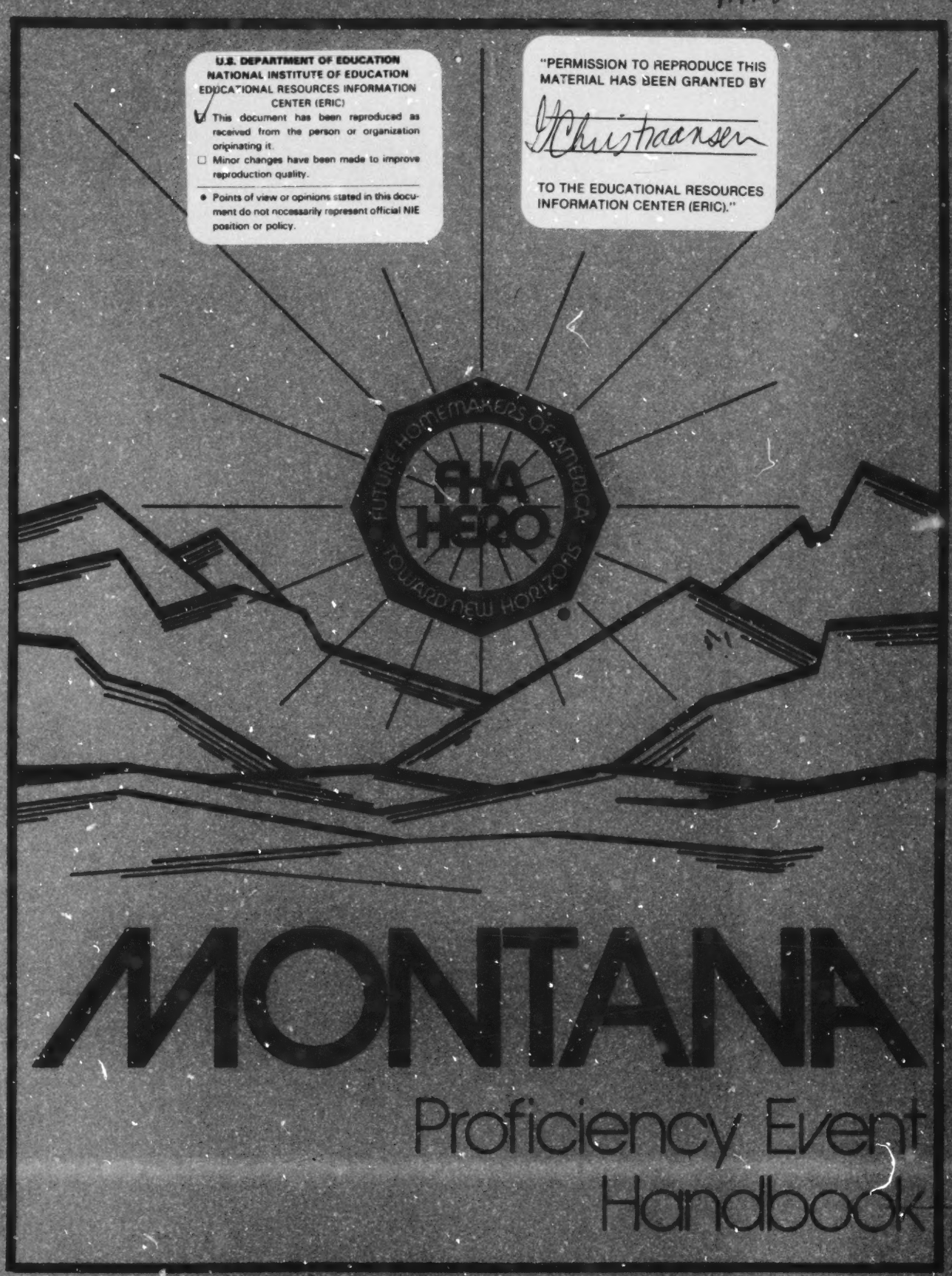

MONTANA

Proficiency Event Handbook

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Greeley, Colorado

Montana Proficiency Events
Handbook Editors

1) Linda McGregor - Twin Bridges, Montana

2) Sandy Quickenden - Helena, Montana

Foreward

The focus of vocational home economics education programs in Montana is twofold: 1) the development of competencies for the homemaker role, and 2) the development of occupational competencies for the world of work.

The vocational student organization, Future Homemakers of America (FHA/HERO) is an integral part of the home economics program. The organization provides a variety of opportunities for students to develop home economics related skills.

The National Board of Directors of FHA/HERO approved the implementation of national competitive activities, on a limited scale, at the 1983 National Leadership meeting. In order to maximize opportunities to FHA/HERO chapter members and to enhance and extend the vocational home economics instructional program while maintaining the unique characteristics of the organization a framework for competitive participation activities was developed.

Definitions of participation activities include --

Recognition Activities: Student activities, both structured and unstructured allowing for individual and group performance or involvement.

Proficiency Events: Student-structured activities in which student and/or chapter performance is evaluated in relation to a standard level of achievement. All students may obtain highest levels of achievement.

Skill Events: Student-structured activities in which student and/or chapter performance is evaluated in relation to standards with one student and/or chapter obtaining the highest level of achievement.

This framework will provide a process whereby advisers and members can participate in planning a coordinated program of activities for Future Homemakers of America. The Montana Association during the 1982-1983 school year plans to encourage the use of recognition activities and proficiency events at the local and state levels.

Framework for Planning FHA/HERO Participation Activities

1. Objective

   To assist students in developing personal leadership, citizenship, and occupational knowledge and skills for personal, family and community living through vocational home economics education.

2. Content

   Vocational home economics subject matter including leadership skills (Consumer Homemaking Education and Home Economics Related Occupations).

3. Process

Student participation activities shall --

- Be student initiated, planned, implemented and evaluated with guidance from advisers;
- Provide students with skills to cope in both competitive and cooperative environments;
- Develop individual growth, group process and decision-making skills;
- Be an integral part of the vocational home economics education curriculum within the school system.

4. Activities

Future Homemakers of America (FHA/HERO chapters) participation activities at the local, state and national level shall be consistent with these stated objectives, content and processes.

Proficiency Events Award Systems

Participants will be evaluated on a point system. Each participant or team demonstrating a proficiency to the degree that points are accumulated sufficient to earn a bronze, silver, or gold will receive that award at the Awards Program during the state conference.

The awards system is patterned after the Olympic games:

Gold - 1st place - 90%

Silver - 2nd place - 80%

Bronze - 3rd place - 70%

STAR EVENTS

(STUDENTS TAKING ACTION with RECOGNITION)

GOAL STATEMENT

Future Homemakers of America (FHA and HERO Chapters) has developed the STAR Events which are consistent with the philosophy, purposes and goals of the national organization and vocational home economics programs. These events will utilize cooperation and competition through positive and constructive methods.

The STAR Events are designed as learning experiences to enhance students' self-concepts; provide another means of meeting both FHA and HERO members' needs; increase participation in home economics and Future Homemakers of America; enhance the image of the organization and home economics professions; and prepare students to take their place in today's society. Effort has been made to develop educationally sound and realistic learning experiences for chapter and individual participation.

Three STAR Events are infused into the Montana Proficiency Events. These are: Illustrated Talk, Chapter Display and Job Application. Participants who excell in these events will have the opportunity to participate at the national level.

Good luck to each individual and chapter in developing a presentation and/or project. Being a winner is exciting, but the experience and personal growth achieved is the real benefit for each individual and/or chapter.

FHA/HERO PROFICIENCY EVENTS HANDBOOK

Table of Contents

	Page
Acknowledgments	1
Foreward	2
Proficiency Events Award Systems	3
Star Events	3
Proficiency Events Regulations	6
Proficiency Event Individual Application	8
Parliamentary Procedure Team Application	9
Chapter Display (Honor Red Rose) Application	10
Chapter Composite Registration	11

PROFICIENCY EVENTS

1. Food Service -- Individual

Busboy/Busgirl	13
Waiter/Waitress	16
Pantry -- Cold Sandwich Showcase	23

2. Clothing Services -- Individual

Fabric Sales/Selection	28

3. Child Care Services -- Individual

Child Development/Storytelling	31
Prepared Child Care Display	34

4. General -- Individual

Prepared Speech/Selected Topics	37
Illustrated Talk	40
Job Application	44

5. Chapter Activities Scrapbook	50

6. Proficiency Chapter Events

Chapter Display	53
Parliamentary Procedures	57

MONTANA FHA/HERO
PROFICIENCY EVENT REGULATIONS

1. Participant will supply all equipment, supplies and utensils, unless otherwise specified for the event.
2. Participant must be on time for assigned competition. Points will be lost for lateness and event will end on time.
3. Entrants' applications must be in to the state adviser and postmarked by deadline given by state association. Late entries will not be considered.
4. Entrants must be paid members of FHA/HERO in an affiliated chapter.
5. Entrants in events must have been enrolled or be currently enrolled in a consumer homemaking and/or wage-earning program in a given occupational area.
6. No more than two members of a chapter may enter each event. Only one team per chapter will be allowed per team event.
7. Each entrant may enter only one individual and one chapter event.
8. No substitutes or alternates will be allowed to take original entrant's place in individual events. Team events may have alternates if the alternate's name is listed on the application and if they are part of the allotted number of students in the chapter quota.
9. Entrants should be appropriately dressed for each event.
10. During orientation, students will be given complete detailed instructions for each event, including job sheets where appropriate.
11. Any entrant arriving after the beginning of the orientation period may participate at the discretion of the chairman.
12. There will be no talking in the event rooms. All instruction should be done prior to the event. Any coaching at the event will disqualify the student.
13. Observers will not be allowed in events.
14. Entrants waiting to compete should be as quiet as possible.
15. In some of the events, participants will answer verbally one or more questions which will count for 20% of final score. The other 80% will be based on performance.
16. The judges will be present during the entire event and will be allowed to question the participant.
17. Notification of participant cancellation must be given to the Proficiency Event Coordinator at least one day prior to the said event.
18. Failure to notify the Proficiency Event Coordinator will result in forfeiture of Display Events Fee.
19. Judges will tally scores and results of the event will be kept confidential until the awards are given. Decision of the judges is final.

20. ONCE A PARTICIPANT WINS A GOLD AWARD HE/SHE MAY NOT RE-ENTER THE AWARD EVENT.

Note to Advisers: Please read the above regulations very carefully.

It is your responsibility to see that each of your students is aware of these regulations.

Specific additional event rules appear with each of the individual events. If you have further questions, contact the state adviser's office.

_____

NAME OF EVENT

MONTANA FHA/HERO PROFICIENCY EVENTS
INDIVIDUAL APPLICATION

Postmarked by February 21, 1984

PLEASE READ: This application may be judged as part of the event. An incomplete application will be rejected. Use a separate application for the general event entered, if applicable. Students may enter only one individual event and one team event. Team events have special applications for that team event. PLEASE TYPE. All blanks must be filled in with an answer or with N/A (not applicable).

Proficiency events:

BUSBOY/BUSGIRL	FABRIC SALES
WAITER/WAITRESS	CHILD DEVELOPMENT/STORY TELLING
PANTRY-COLD SANDWICH SHOWCASE	PREPARED CHILD CARE DISPLAY
PREPARED SPEECH	JOB APPLICATION

NAME _____

HOME ADDRESS _____
(Street) (City) (Zip)

FHA/HERO CHAPTER NAME _____

SCHOOL ADDRESS _____ PHONE _____
(Street)

_____ FHA/HERO DISTRICT _____
(City) (Zip)

CHAPTER ADVISER _____ HOME PHONE _____

ARE YOU ENTERED IN A TEAM EVENT? _____ IF SO, WHICH ONE? _____

Membership Verification Statement:

"I AM A FHA/HERO STUDENT WHO HAS PAID MY STATE AND NATIONAL MEMBERSHIP DUES AND WHO IS IN GOOD STANDING WITH MY FHA/HERO CHAPTER." I HAVE NOT PREVIOUSLY RECEIVED A GOLD AWARD AT THE STATE LEADERSHIP CONFERENCE.

_____
(Student's signature) (Date)

_____
(Adviser's signature) (Date)

Please check the criteria statement that applies to you:

_____ A. You must be currently enrolled in consumer homemaking and/or wage-earning program related to the skill event entered.

_____ B. You must have been enrolled in homemaking and/or wage-earning program related to the skill event entered during high school.

* * * * * * * * * * * * * * * * * * * *

Mail your application to:

Montana Association FHA/HERO
Office of Public Instruction, Room 106
State Capitol Building
Helena, MT 59620

MONTANA FHA/HERO PROFICIENCY EVENT
PARLIAMENTARY PROCEDURE - CHAPTER APPLICATION

Postmarked by February 20, 1984

CHAPTER _____ DISTRICT _____
ADVISER _____ SCHOOL PHONE _____
SCHOOL ADDRESS _____

This application may be judged as part of the event. An incomplete application will be rejected. Use a separate application for each team entered. Please TYPE information.

MEMBERS ENTERED	OTHER EVENTS ENTERED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Alternate	
_____	_____
Alternate	

The alternate can be used as a substitute member if needed. However, the alternate must be included in the chapter allotment--not as an extra student.

Membership Verification Statement:

"We are FHA/HERO students who have paid our state and national membership dues and who are in good standing with the local chapter."

MEMBERS' SIGNATURES	ADVISER SIGNATURE
_____	_____
_____	_____
	(Date)
_____	Mail your application to:
_____	Montana Association FHA/HERO Office of Public Instruction State Capitol Building, Room 106 Helena, MT 59620
_____	

MONTANA FHA/HERO PROFICIENCY EVENT
CHAPTER DISPLAY - CHAPTER APPLICATION
HONOR RED ROSE

Postmarked by February 20, 1984

Please TYPE all information. This application may be judged as part of the event. An incomplete application will be rejected.

CHAPTER NAME _____
SCHOOL NAME _____
ADDRESS _____
CITY _____ ZIP _____
PHONE _____

ADVISER _____ PHONE _____

NUMBER OF MEMBERS IN FHA/HERO CHAPTER _____

MEMBERS ENTERING EVENT	VERIFICATION SIGNATURES	OTHER EVENTS ENTERED
1. _____	_____	_____
2. _____	_____	_____
_____ (Alternate)	_____	_____

An alternate may be used as a substitute if needed, as long as that student is part of the regular chapter allotment--not an extra student.

THEME of your display _____

_____ _____
ADVISER SIGNATURE DATE

_____ _____
CHAPTER HISTORIAN SIGNATURE DATE

Send to:

Montana Association FHA/HERO
Office of Public Instruction
State Capitol Building, Room 106
Helena, MT 59620

ALSO SUBMIT COMPOSITE CHAPTER APPLICATION

THIS REGISTRATION MUST ACCOMPANY THE APPLICATIONS

MONTANA FHA/HERO PROFICIENCY EVENT
CHAPTER COMPOSITE REGISTRATION

Postmarked February 20, 1984

CHAPTER _____ DISTRICT _____
ADVISER _____ SCHOOL PHONE _____
SCHOOL ADDRESS _____

* Please list the names of the affiliated FHA/HERO members participating in each of the following events. Be certain the number of students on this sheet corresponds to the number of student applications.
* A member may enter one individual event and one team event.
* Please TYPE.

INDIVIDUAL PROFICIENCY EVENTS		PROFICIENCY CHAPTER EVENTS
BUSBOY/BUSGIRL	CHILD CARE PREPARED PRESENTATION--STORYTELLING	CHAPTER DISPLAY (Representative)
_____	_____	_____
_____	_____	_____
WAITER/WAITRESS	CHILD CARE DISPLAY	PARLIAMENTARY PROCEDURE (Representative)
_____	_____	_____
_____	_____	
PANTRY-COLD SANDWICH SHOWCASE	PREPARED SPEECH	
_____	_____	
_____	_____	
	ILLUSTRATED TALK	
FABRIC SALES/SELECTION		
_____	_____	
_____	_____	
	JOB APPLICATION	
	_____	
	_____	

Have you entered a Chapter Scrapbook? (Check ✓)

YES _____
NO _____

You may want to keep a copy for your records.

Send to:

Montana Association FHA/HERO
Office of Public Instruction, Room 106
State Capitol Building
Helena, MT 59620

MONTANA FHA/HERO
BUSBOY/BUSGIRL FOOD SERVICE PROFICIENCY EVENT

Students demonstrate their ability to clear and reset tables quietly and with maximum efficiency. After serving water to the customer, the students answer pertinent questions about typical busboy/busgirl responsibilities.

RULES/PROCEDURES

1. The event will consist of the completion of the assigned task, and response to an oral question. 80% of the score will be based on performance; 20% on the oral question.
2. Participants will provide personal uniform, a suitable dress, and proper shoes appropriate for dining room service. Up to a six (6) point penalty may be assessed for non-compliance in this area.
3. Participants will leave the service area in proper order.
4. Each participant will perform the following duties:
   a. Set table.
   b. Pour water for guests and refill beverages.
   c. Respond to oral question.
   d. Bus table after guests leave.
5. Participants will work as a team with participants in the waiter/waitress event. Participants will be responsible for setting the table. Waiter/waitress will be responsible for serving lunch to the judges. Waiter/waitress must correct any mistake made by the busboy/busgirl while setting the table. Orientation will include a tour of the facilities to acquaint the participants with the location of equipment and the dining room situation. Failure to attend the orientation will disqualify the participant.

SUGGESTIONS TO HELP STUDENTS PREPARE FOR EVENT

1. Make sure you look your best.
2. Do you know how to make a customer feel welcome?
3. Are you self confident?
4. Do you know how to properly set a table?
5. Do you know how to handle dishes and flatware in the proper (sanitary) manner?
6. Do you know how to avoid breakage of dishes and glasses?
7. Do you always wipe out ashtrays when you empty them?
8. Are your bus tubs or trays spotless?
9. If it is your restaurant's policy to separate flatware from dishes, are you doing it?
10. Is your bar towel clean?
11. Can you pour water and coffee without spilling?
12. Can you work rapidly?
13. Do you know what your employer expects from you? (Your duties, etc.)
14. Know why you chose to work in a restaurant. Why do you like it and why do you think you are good at what you do?

SAMPLE ORAL QUESTIONS

1. Name some of the duties of a bus person.
2. How can a bus person assist a waiter or waitress?
3. What qualities does an employer look for in a bus person?
4. List two of the approved areas for napkin placement.
5. Name some important safety rules!

PARTICIPANT _____ 14

MONTANA FHA/HERO BUSBOY/BUSGIRL FOOD SERVICE PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
PERSONAL APPEARANCE:							
Uniform or dress and grooming	10	8	6	4	2		
BUSING DUTIES:							
Proper placement of silverware, water glasses, coffee cups, etc.	10	8	6	4	2		
Proper placement of salt and pepper shakers, sugar, ash trays	10	8	6	4	2		
Clearing glassware, dishes, flatware	10	8	6	4	2		
SERVING DUTIES:							
Filling water glasses, refill beverages	10	8	6	4	2		
ATTITUDE:							
Show interest and pride in work	10	8	6	4	2		
Responds to instruction	10	8	6	4	2		
Works speedily but quietly	10	8	6	4	2		
VERBAL SCORE	20	16	12	8	4		
TOTAL POINTS (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

WAITER/WAITRESS

MONTANA FHA/HERO
WAITER/WAITRESS FOOD SERVICE PROFICIENCY EVENT

Students will greet the guest, present a menu, inform them of specials, take an order, and serve the order; also, the participant will answer the oral questions as presented by the judge.

RULES

1. The event will consist of the completion of the assigned problem(s), and response to an oral question; 80% of the score will be based on performance; 20% on the oral questions.

2. Participants will provide personal uniforms, proper shoes, and a pen to write the order. Up to a six (6) point penalty may be assessed for non-compliance in this area.

3. Each participant will perform the following duties:

   a. Approach table and suggest special
   b. Take order and write up guest check
   c. Serve beverages and entrees
   d. Clear order
   e. Suggest and serve dessert
   f. Present guest check
   g. Respond to oral question

4. All participants will use the same menu and guest checks which will be provided. Samples of each are enclosed, though these may not be the ones actually used for the event. Prices will be included in the menu; standard abbreviations should be used.

5. Participants will be given 10 minutes before the event to familiarize themselves with the menu and supplies before participating. Sample menu one (1) or two (2) will be used.

6. There will be two judges assigned to each participant; the judges will be on the floor following the waiter/waitress to observe.

7. Orientation will include a tour of the facilities to acquaint the participants with the location of equipment and dining room situation. Failure to attend the orientation will disqualify the participant.

8. Participants may bring special equipment used for service in their restaurant (i.e., trays).

9. Since participants will actually be serving a meal to guests, an exact time for performance of event cannot be given; however, participants should allow about 45 minutes.

10. Judges will follow students on the floor and one judge will be in the kitchen.

SUGGESTIONS TO HELP STUDENTS PREPARE FOR EVENT

1. Make sure you look your best.
2. Do you know how to approach a customer? (Do you say "hello" and make him/her feel welcome?)
3. Are you smiling and friendly at all times?
4. Are you self-confident?
5. Do you clear unused place settings?
6. Do you know how all items on the menu are prepared?
7. Do you know how to take an order properly? Be sure you remember if a salad or soup is included with the entree to remind guest if he/she does not order it. Be sure to ask about a beverage.
8. Find out how, by suggesting an item or an additional item, you can increase the total of your guest check and make your boss happy.
9. Do you know the proper and sanitary manner of handling dishes?
10. Can you carry dishes or a tray without appearing unsure of yourself?
11. Do you ask your customer if he/she is happy with the food or requires anything else?
12. Do you write the check properly?
13. Do you say "thank you" and make the customer want to return?
14. It is important to know what your employer expects from you. If you don't know, find out. Does he want loyalty, honesty, fast service, dependability, etc.?
15. Know why you chose to work in a restaurant. Why do you like it, and why do you think you are good at what you do?
16. Try not to be nervous--judges don't bite!
17. Do you know how to place food in front of the customer?

SAMPLE QUESTIONS: (Not a drawn question by participant. To be decided by chairmen the morning of the event.)

1. What is suggestive selling? How would you use it in your restaurant?
2. Why are you working as a waiter or waitress?
3. What qualities does an employer look for in a waiter or waitress?
4. What does a customer want most from a waiter/waitress?
5. What would you do with a customer who refuses to pay for his order?

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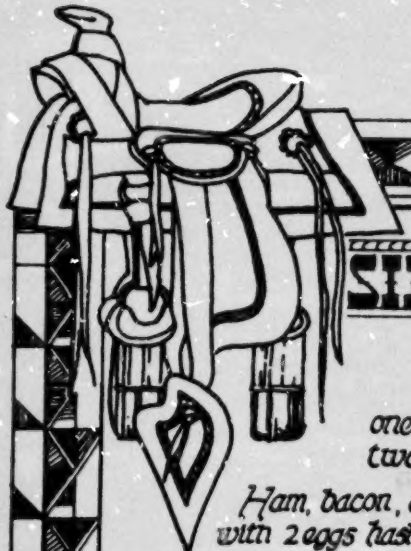

SILVER SADDLE CAFE

BREAKFAST

one egg	.50
two eggs	.90
Ham, bacon, or sausage with 2 eggs hashbrowns & toast	3.00
2 eggs, hashbrowns & toast	2.00
steak & eggs	6.00
hot or cold cereal	1.00
1 hot cake	.90
2 hot cakes	1.30
french toast	1.75
cinnamon roll	.75
toast	.35
SIDE - ham, bacon, sausage	1.30
3 EGG OMELETTE ~ plain	2.50
cheese	2.75
ham & cheese	3.00
2 EGG OMELETTE	2.50
peppers, onions, mushrooms, tomatoes and/or hot sauce	.50¢ extra

coffee .30 juice .60 .70 hot chocolate .35
tea .35 pop .60
milk .60 .70 milk shake 1.00

SANDWICHES

hamburger	1.35	loaded	1.65
cheeseburger	1.45	loaded	1.75
fishburger with tartar sauce			1.35
bacon, lettuce & tomato			1.75
ham	2.25	with cheese	2.35
cold beef	2.35	hot beef	3.00
pork chop	2.00	hot hamburger	2.50
grilled cheese			1.00
grilled ham & cheese			2.00
chicken stix or fillet sandwich			2.00
double patty melt			2.50

GRUB BURGER ~ mustard, catsup relish, onions, pickels, lettuce, tomato & fries 2.00

DINNER

hamburger steak	3.50
T. bone	11.00
8 oz. sirloin	7.00
chicken	4.00
choice of potato, soup or salad, & toast served with above orders	
chicken stix ~ with fries, toast & salad	3.25
dinner salad 1.25	french fries .75 1.00
chef salad 3.50	soup .50 .70

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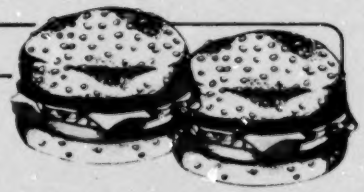
"The Hamburger Hut"



Breakfast

BACON AND EGGS $3.45
Hash browns, toast, and jelly.

HAM AND EGGS 3.75
Hash browns, toast, and jelly.

CEREAL 2.00
Your choice, hot or cold. Served with fresh cream and muffins.

HOT CAKES 2.95
Six golden brown hot cakes, with whipped butter and syrup.

FRENCH TOAST $2.75
Four slices, with syrup and whipped butter.

WAFFLES 2.85
Two crisp golden brown waffles, with whipped butter & syrup.

Omelettes

Made with three large fresh eggs. Served with hash browns and muffins.

PLAIN OMELETTE
$2.80
Fluffy, seasoned to perfection.

CHEESE OMELETTE
$3.00
Choice of Cheddar, Swiss, Monterrey Jack or mix all three.

SPANISH OMELETTE
$3.50
Green chili & tangy Spanish sauce.

Salads

CHEF SALAD $3.65
Ham, turkey, cheese, hard boiled eggs and garden greens.

SHRIMP SALAD 4.50
Sliced tomato and hard boiled egg served on a bed of lettuce with cocktail sauce.

WALDORF SALAD 1.80
Crunchy apple chunks, celery, and walnuts.

CRAB SALAD
$5.25
Tender crab meat, sliced tomato, and hard boiled egg served on a bed of lettuce.

FRUIT SALAD
$3.45
Fresh fruit served with cottage cheese and shredded lettuce.

TOMATO SALAD
$3.85
A whole ripe tomato filled with chicken or tuna.

Side Orders

French Fries	$1.00
Onion Rings	1.30
Cole Slaw	.75
Baked Beans	.85
Chili and Beans	1.75
Toast	.60
Cottage Cheese	.75

Beverages

Juice	$ .64
Orange, Tomato, Grapefruit	
Iced Tea - Hot Tea	.50
Cola	.55
Root Beer	.53
Hot Chocolate	.68
Milk	.55
Coffee	.50
Milk Shake	1.00

Hamburgers

Our hamburgers are freshly prepared with 100% beef. Served on a toasted sesame seed bun.

HUT BURGER $2.25
One beef patty with lettuce, tomato, onion, and a pickle.
With cheese ... .60 extra

BACON BURGER $2.45
Juicy meat patty topped with crisp bacon and melted Cheddar Cheese.

PATTY MELT $2.65
Beef patty served on grilled rye with melted cheese and onions.

JUMBO BURGER $3.25
Double meat patty served with a slice of American cheese, lettuce, tomato, onion, and a pickle.

AVOCADO BURGER ... $3.75
Double meat patty smothered with Guacamole sauce & sauteed onions.

CHILI BURGER $2.35
Beef patty smothered with chili, chopped onions and melted cheese.

Hot Sandwiches

HOT BEEF $3.95
Sliced beef served open-faced with whipped potatoes & gravy.

HOT TURKEY $2.65
Sliced turkey served open-faced with whipped potatoes & gravy.

REUBEN $4.25
Corned beef, Swiss cheese, and sauerkraut on rye, served with potato salad.

Cold Sandwiches

Egg Salad Sandwich	$1.85
Chicken Sandwich	2.25
Ham Sandwich	2.50
Tuna Sandwich	$1.95
Cheese Sandwich	1.75
Club Sandwich	2.60

Dinners

include soup, salad, and a hot roll

BEEF STEW $3.95
Tasty chunks of beef, potatoes, and fresh vegetables.

CHICKEN 4.56
Tasty and golden brown, served with whipped potatoes and a vegetable.

FISH 4.10
Deep fried fish fillets, served with french fries, tartar sauce and a lemon wedge.

LIVER & ONIONS 4.25
Tender beef liver topped with onions. Served with whipped potatoes.

STEAK 5.95
Tender juicy steak, broiled to order. Served with a baked potato and sour cream.

MEAT LOAF 3.75
Made from lean ground beef. Served with whipped potatoes & a vegetable.

Soups

made fresh daily

Vegetable	$ .85
Tomato	.90
Onion	.95
Clam Chowder	1.10

Desserts

Cherry Pie	$1.25
Apple Pie	1.30
Blueberry Pie	1.35
Banana Cream Pie	1.30
Lemon Pie	1.30
Cheese Cake	1.50
Carrot Cake	1.35
Chocolate Cake	1.50
Coconut Cake	1.60
Ice Cream	.95
Sherbet	.80
Pudding	.85

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Waiter-Waitress Proficiency Event

SAMPLE CHECK

Table No.	No. of Guests	Server	Check No.

THANK YOU!

MONTANA FHA/HERO

WAITER/WAITRESS FOOD SERVICE PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
PERSONAL APPEARANCE:							
Uniform & Appearance	10	8	6	4	2		
CUSTOMER RELATIONS:							
Approach, greeting smile	10	8	6	4	2		
Communication with customer	10	8	6	4	2		
CUSTOMER SERVICE:							
Menu Knowledge	10	8	6	4	2		
Taking the order, suggestive selling	10	8	6	4	2		
Handling dishes properly; serves properly	10	8	6	4	2		
Guest check written and tabulated correctly	10	8	6	4	2		
Sequence of service	10	8	6	4	2		
INTERVIEW: (Verbal Score)	20	16	12	8	4		
Answered all questions effectively							
Had knowledge of: a. table service b. menu terminology							
Volunteered information							
Poised							
TOTAL POINTS (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

PANTRY FOOD SERVICE
"COLD SANDWICH SHOWCASE"

MONTANA FHA/HERO
PANTRY FOOD SERVICE PROFICIENCY EVENT
"COLD SANDWICH SHOWCASE"

Participants will prepare a cold sandwich that demonstrates creativity and skill in the use of time, management and standards of quality.

PROCEDURES

1. This event will be a performance type evaluation to measure the contestant's ability to utilize available food ingredients in the preparation of a sandwich plate.
2. Orientation will include a tour of the facilities to acquaint the participants with the equipment and preparation area. Failure to attend the orientation will disqualify the participant.
3. Contestants shall assemble at the contest site dressed as required.
4. When entering the contest area, participants will introduce themselves to judges by their assigned number and then proceed with assigned tasks.
5. Participant will leave the area clean for the next person.

RULES

1. Contestants should be dressed in a clean uniform appropriate for the food service industry. Up to a six (6) point penalty will be assessed for noncompliance in this area.
2. The event will consist of the completion of the assigned problems and responses to oral questions; 80% of the score will be based on performance and 20% on the oral questions.
3. When participants have completed assigned task they are to leave the contest area.
4. Fifteen (15) minutes will be allowed for selection, preparation and display of the sandwich plate.
5. The contestant is to prepare one of the following three types of sandwiches.

   A. A CLOSED SANDWICH:

   Two (2) slices of bread, separated by a filling made up of a layer or layers of nonbread food.

   B. A COMBINATION SANDWICH (Club Sandwich):

   Three (3) slices of bread with two (2) layers of filling, sliced into four triangular or square sections. The section layers are usually held together with toothpicks.

   C. AN OPEN-FACE SANDWICH (Swedish-style):

   One (1) slice of bread, with the filling lying on top of it. The filling is often arranged in patterns with attractive effects.

6. The contestant should be able to produce a sandwich plate that is attractive and appetizing out of the foods provided. Sandwich must be one serving for one person. The type of ingredients that will be available to the contestant are as follows: bread, sliced; white and dark, pumpernickle rye
   lettuce
   tomatoes
   cheese: sliced American, Swiss, Philadelphia Cream
   luncheon meats, sliced: ham, bologna, summer sausage, turkey
   tuna
   hard boiled eggs
   mayonnaise
   butter
   mustard
   pickles: sweet, dill
   olives: stuffed, black
   sprouts
   seasonings
   10" paper plate for display of sandwich, to insure uniformity for ease of judging

7. The contestant will supply his/her own utensils needed for the preparation of the sandwich plate; i.e.: spoons, knives, toothpicks, peelers, wiping cloths, cutting board, plastic bag for waste material, etc.

8. The contestant will furnish his/her own garnishes. All garnishes must be edible. No nonfood items will be acceptable. Suggestions include: radish roses, carrot curls, parsley, cucumber slices, onion, etc.

9. The contestant will be evaluated on the following:

   A. Utilization of the amount of food taken from the supply station.
   B. Use of sanitation principles.
   C. Combination of flavors and textures suitable for palatability.
   D. Combination of ingredients by size, and method of assembling the ingredients suitable for all practical purposes for eating.
   E. Use of color.
   F. Originality.
   G. Efficiency and proficiency in work skills and total performance during the competitive event.
   H. Temperature of sandwich will not be a factor in evaluation; a toaster will not be provided.
   I. The marketability of the sandwich: cost, assembly (as a time and efficiency element), ease of serving and eating, etc.

10. An award will be given in each category of sandwich.

11. An award will be given for the "Grand Sandwich".

12. At an announced time the student will attend an orientation.

***This event has been adapted from the Ohio FHA/HERO Rally Manual.

SAMPLE ORAL QUESTIONS

1. Evaluators will be allowed to question each participant on such topics as commercial use, plan for use ot time, use of tools and techniques, use of item(s) in a commercial setting, cost of recipe per serving, etc.

2. Complete the following sentence.

   a. Mayonnaise and spread containing mayonnaise or any other dressing should be _____.

3. What is the most important to remember when you make a clubhouse sandwich?

4. Safety is everyone's job in the kitchen and dining room. Complete the sentence.

   a. If you drop it, _____.

   b. If you spill it, _____.

PARTICIPANT _____

MONTANA FHA/HERO FOOD SERVICE PANTRY
"Cold Sandwich Showcase"

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
PERSONAL APPEARANCE:							
Uniform & grooming; manner of contestant	10	8	6	4	2		
WORK HABITS:							
Speed and efficiency	10	8	6	4	2		
Proper use of equipment	10	8	6	4	2		
Utilization of the amounts of food taken from the supply station	10	8	6	4	2		
FINISHED PRODUCT:							
Marketability of sandwich	10	8	6	4	2		
Plates clean and garnished attractively	10	8	6	4	2		
Completed on time	10	8	6	4	2		
CLEAN-UP							
Follows sanitation and cleans up work area	10	8	6	4	2		
VERBAL SCORE	20	16	12	8	4		
TOTAL POINTS (100 possible)							
FINAL SCORE							
PENALTY (Specify reason)							

FABRIC SALES

MONTANA FHA/HERO
FABRIC SALES/SELECTION PROFICIENCY EVENT

Participants will demonstrate their knowledge of fabrics, patterns and notions by participating in a simulated purchase at a fabric store.

RULES

1. Participants are to be neatly groomed and dressed in clothing which could be worn when employed in the occupation represented.
2. Participants will be asked to assist a customer with little sewing knowledge who asks for advice.
3. Participants will be given a customer case study to solve.
4. They will then be given up to 20 minutes to make choices of fabrics and notions needed to assist the customer with the selection. The participant should consider sex, age, current fashion, figure type, use of garment and sewing ability.
5. Participants are to be taken to the judges who will ask questions designed to help the customer, e.g., yardage needed, care of fabric, reason for choices, total cost, etc.
6. Participants will be separated from each other before and after talking to judges and may not communicate with each other.
7. Orientation will include a tour of facilities to acquaint the participant with the store layout. Failure to attend the orientation will disqualify the participant.

SAMPLE ORAL QUESTIONS

Questions for this event will be integrated into the performance portion, and will concern questions a customer would ask regarding the purchase, use and care of fabric, patterns, and notions.

CASE STUDY:

An adult with no sewing knowledge comes to the fabric store to purchase fabric and notions for a teen-age sewing project. The pattern has already been selected.

PARTICIPANT _____

MONTANA FHA/HERO FABRIC SALES/SELECTION PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
PARTICIPANT:	5	4	3	2	1		
Appearance							
Speaking, manner							
KNOWLEDGE:							
Use of pattern	5	4	3	2	1		
Correct yardage							
Fabric choice							
Suitable for pattern	10	8	6	4	2		
Creative in combining material	5	4	3	2	1		
Appropriate for figure type	5	4	3	2	1		
Appropriate for sewing ability	5	4	3	2	1		
Fabric content/care							
Tells content	5	4	3	2	1		
Knows fiber characteristics	5	4	3	2	1		
Appropriate fabric care (care label)	5	4	3	2	1		
Pressing/ironing of Fabric	5	4	3	2	1		
Proper equipment and appropriate procedure	5	4	3	2	1		
Fabric preparation							
Straightening	5	4	3	2	1		
Pre-shrinking	5	4	3	2	1		
Interfacing/lining							
Types	5	4	3	2	1		
Appropriate for fabric	5	4	3	2	1		
Notion selection	10	8	6	4	2		
Thread (sz,clr,fib cont.,yrdge)							
Buttons (sz,clr)							
Seam tape (clr,fib cont. apr use)							
Fasteners (sz,clr)							
Zipper (sz,clr)							
Cost calculation							
Accurate figuring of bill	10	8	6	4	2		
TOTAL SCORE (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

CHILD DEVELOPMENT SKILL EVENT - STORYTELLINC

Participants will demonstrate their ability to select or create a story appropriate for telling to young children. After introducing and presenting story the participant will answer questions related to the uses of stories with young children.

RULES/PROCEDURES

1. Participants will dress appropriately for employment in a child care service. (No costumes accepted.)
2. There will be a 10 minute preparation period for each participant in a room other than the event room.
3. Before the contest, the participants will select and bring a book which can be adapted to a storytelling situation or create a story for young children.
4. At the beginning of the presentation, the participant will (1) introduce herself/himself, (2) announce the name of the story, and (3) explain the reason for his/her choice of story.
5. The participant will plan a suitable pre-story introduction. This may consist of fingerplay, song, visit from a puppet, flannel board, or conversation about the story topic. The purpose of the introduction is to gain the attention of the children and build anticipation for the story. A conclusion for the story should also be presented. The ending lets the children know that the story is finished and may include a review or clarification of ideas.
6. The time limit for the presentation will be 15 minutes. Each participant may spend less than the allowed time when giving the presentation, but may not spend more than 20 minutes. The time keeper will hold up a card when there is 5 minutes remaining and again when there is a minute remaining.
7. Participants are required to bring any supplies needed. No food items permitted.
8. The event will consist of both the prepared presentation and the response to oral questions.

SUGGESTIONS TO HELP STUDENTS PREPARE FOR EVENT

1. Do you look your best?
2. Are you enthusiastic about the story?
3. Have you practiced your story and checked pronunciations, etc.?
4. Do you have all your supplies?
5. Can children see comfortably when you present?
6. Is the story appropriate for 3-5 year old children?
7. What interesting aspects does the story have? (awards, author, setting)
8. Why did you choose this story?
9. Why do you feel stories are important for young children?

SAMPLE ORAL QUESTIONS

1. Cite two examples of using stories and books to building positive behavior in young children.
2. What common characteristics of a story would hold a child's interest?
3. What should you do when a child disrupts a story?
4. Why might a child enjoy hearing the same story over and over?
5. What things might a child gain from hearing stories besides enjoyment and entertainment?

*** This event was adapted from the New Hampshire HERO Proficiency Handbook.

PARTICIPANT _____ 32

CHILD CARE SERVICES FHA/HERO PROFICIENCY EVENT
STORYTELLING

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
SELECTION:							
Appropriate to age level	5	4	3	2	1		
Stimulation to child's imagination	5	4	3	2	1		
Gives reason for choice of story	5	4	3	2	1		
INTRODUCTION:							
Builds anticipation for story	5	4	3	2	1		
Props: Appropriate to story and age level	5	4	3	2	1		
VOICE QUALITY:							
Clear, distinct, appropriate	10	8	6	4	2		
Appropriate changes made in voice level for different characters in story	10	8	6	4	2		
FACIAL EXPRESSION:							
Reflected mood of the story	5	4	3	2	1		
Eye contact made with group	10	8	6	4	2		
ENDING:							
A wrap-up to tell the children that the story is finished	10	8	6	4	2		
FOLLOW-UP							
A reinforcement of the learnings from the story	10	8	6	4	2		
VERBAL SCORE	20	16	12	8	4		
TOTAL SCORE (100 possible)							
PENALTIES (Specify reasons							
FINAL SCORE							

DISPLAY CHILD CARE SERVICE

MONTANA FHA/HERO
DISPLAY CHILD CARE SERVICE PROFICIENCY EVENT

Participants will prepare a display that can be presented to the pre-school child (ages 3-5) to teach concepts related to the announced theme. In this way the participants will demonstrate their understanding and ability to meet the needs of young children.

*THEME AND SAMPLE ORAL QUESTIONS WILL BE ANNOUNCED AT THE BEGINNING OF EACH SCHOOL YEAR

RULES

1. Displays prepared prior to the beginning of the convention will be set up in the designated display area. Each display must be dismantled and removed at the time announced.
2. The display should teach a concept to young children focusing on the theme. The participant can use hand drawn illustrations, magazine pictures, photographs, equipment, products, etc.
3. There will be tables available for exhibiting displays. Each participant will have a 3 foot wide by 3 foot deep by 3 foot high space.
4. Participants will prepare the display before coming to convention and will provide all supplies, equipment, etc., needed.
5. The event consists of the display and the response of the participant to an oral question. 80% of the score is based on the display and 20% on the oral question.

PARTICIPANT _____

MONTANA FHA/HERO CHILD CARE DISPLAY PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
APPEARANCE:							
All parts easily seen	5	4	3	2	1		
Lettering legible, distinguishable	5	4	3	2	1		
Colors add visibility	5	4	3	2	1		
Attracts and holds attention	5	4	3	2	1		
Overall attractiveness and creativeness of display	5	4	3	2	1		
EXPLANATORY MATERIALS:							
Illustrations, pictures, equipment informative and appropriate for display	5	4	3	2	1		
EDUCATION CONTENT:							
Concepts to be acquired by children listed or illustrated	10	8	6	4	2		
Content of activity clear to observer at first glance	10	8	6	4	2		
Activity appropriate to the age level	10	8	6	4	2		
Activity is stimulating and challenging to the child's imagination	10	8	6	4	2		
Creativity shown in selection of activity	5	4	3	2	1		
Activity selected meets pre-school objective	5	4	3	2	1		
VERBAL SCORE	20	16	12	8	4		
TOTAL SCORE							
PENALTY (Specify reason)							
FINAL SCORE							

PREPARED SPEECH PROFICIENCY EVENT

Participants demonstrate their ability to collect and organize information on a prescribed topic prior to the time of the event and their ability to present this information in a specified time.

RULES/PROCEDURES

1. The participant will prepare a five to seven minute speech on the announced general speech topic.
2. The event will consist of the preparation and presentation of this speech.
3. Participants will dress appropriately for a public presentation. Up to a six (6) point penalty will be assessed if the participant is not dressed appropriately.
4. Delivery of the speech must be appropriate to its content.
5. Entrants may use note cards only. A penalty of five points will be assessed if sheets of paper are used and/or if the use of note cards detract from the effectiveness of the presentation.
6. Each participant will prepare and submit two copies of the outline to the judges to review.
7. Presentation will be made to the judges in the order assigned.
8. Speeches shall be five to seven minutes in length. A penalty of five points will be assessed for each 30 seconds, or fraction thereof, under five minutes or over seven minutes.
9. The timekeeper will flash a card indicating time.
10. Participant will announce the topic of his/her speech before beginning.
11. Time will be started when the topic is given.
12. A watch or clock may be used by the participant. Reference to a watch, however, may detract from the effectiveness of the speech.

SAMPLE ORAL QUESTIONS

One or two questions will be asked by the judges pertaining to the contents of the speech.

PARTICIPANT _____

MONTANA FHA/HERO PREPARED SPEECH PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
OPENING: Appearance Introduction	15	12	9	6	3		
VOICE: Pitch Tempo Volume Enthusiasm	10	8	6	4	2		
PLATFORM DEPORTMENT: Gestures Poise Eye Contact Mannerism	10	8	6	4	2		
ORGANIZATION: Logic Clarity Suitability Coherence Subtopic Integration	20	16	12	8	4		
MECHANICS: Diction Grammar Pronunciation Word Picture	10	8	6	4	2		
CLOSE: Summary Conclusion	15	12	9	6	3		
EFFECTIVENESS: Purpose Cover Topic Impress Inform Persuade	20	16	12	8	4		
TOTAL SCORE (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

ILLUSTRATED TALK

ILLUSTRATED TALK PROFICIENCY EVENT

Participants will organize and present skills and knowledge gained in a given area of home economics and gain self-confidence by speaking before a group. The presentation will illustrate the participant's ability to creatively demonstrate the concepts and activities that deal specifically with issues affecting the quality of individual and family life.

RULES/PROCEDURES

1. Illustrated Talk is a speech presentation which effectively uses props such as charts, posters, pictures, or real objects. It is not a presentation designed to show and tell an audience "how to do something."

2. Event Categories

   A. Junior high: active FHA members in grades 6-9
   B. Senior high: active FHA or HERO members in grades 10-12

3. Entrants must report to the presentation room fifteen (15) minutes prior to assigned speaking time.

4. Disqualification will occur if orientation session is not attended.

5. An entry shall consist of a speech presentation about issues affecting the quality of individual and family life or occupational preparation.

6. The current issue chosen must be related to an area of study in Consumer Homemaking Education or Wage Earning Home Economics. Keep in mind that subject areas in Consumer Homemaking and Wage Earning Home Economics may overlap or be interrelated.

7. The issue chosen should be one that represents a concern of youth and of the person making the presentation, reflects current social or economic issues, and can be addressed by an FHA/HERO chapter.

8. The presentation should cover information about the issue, relate the importance of the issue to home economics, and discuss how FHA/HERO members can help solve the problem.

9. The presentation shall be a maximum of five (5) minutes in length. Participants may use a watch or a clock; however, reference to the time may distract from the effectiveness of the presentation. A one-minute warning will be given.

10. An entrant may use any combination of activities or visual aids with the necessary portable equipment except a "how to" demonstration. Suggested aids might include puppet shows, posters, slides, cassettes, charts, and other appropriate media.

11. All necessary aids and equipment except table and chairs are the responsibility of the participant and must be assembled quickly. All visuals and other aids should be easily seen by the audience and the evaluators. The presentation area must be kept clean and neat at all times.

12. The presentation should be developed around a single theme and presented in a logical order.

13. Each entrant must prepare and submit two (2) typed copies of an information sheet to the event chairman during the orientation session. The name of the participant should appear on a cover sheet.

14. The information sheet should consist of:

    a. An outline of the presentation.
    b. References.
    c. Date, location, and proof of prior presentation of the illustrated talk (e.g., photo, news clippings, letter of invitation or thank you).

15. The presentation and information sheet must be the work of the student.

16. Entrants shall dress in appropriate attire for a public presentation.

17. Each entry will be evaluated on content, effective use of visual aids, presentation, knowledge, and validity of information.

PARTICIPANT _____

MONTANA FHA/HERO ILLUSTRATED TALK PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
CONTENT:							
Relationship to Home Economics	10	8	6	4	2		
Knowledge of subject	10	8	6	4	2		
Relationship of FHA/ HERO to issue	10	8	6	4	2		
AIDS:							
Visibility to audience	5	4	3	2	1		
Effective/educational	5	4	3	2	1		
Complements/suitable	5	4	3	2	1		
PRESENTATION:							
Introduction	10	8	6	4	2		
Pitch/tempo/volume	10	8	6	4	2		
Gestures/mannerisms	5	4	3	2	1		
Grammar/pronunciation	10	8	6	4	2		
Summary	5	4	3	2	1		
INFORMATION SHEET:							
Outline	5	4	3	2	1		
References	5	4	3	2	1		
Previous presentation data	5	4	3	2	1		
TOTAL SCORE (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

JOB APPLICATION

MONTANA FHA/HERO
JOB APPLICATION PROFICIENCY EVENT

Participants will demonstrate their ability to complete an employment application form; participate in an interview; and communicate their personal understanding of and ability to perform home economics related job requirements.

RULES/PROCEDURES

1. Particpants shall make written application for jobs or positions.
2. Participants who arrive late for the event will be given penalty points. The event official will determine promptness.
3. Participants will bring 2 pens for completing the application form. During the general event, all participants will complete the application simultaneously. Twenty minutes (timed) will be allowed for completion. Each participant will be assigned a time for the interview. Each participant will go before the interviewer to answer questions and when finished, leave the interview area. No observers will be allowed.
4. Evaluation will be based on application, personal appearance, conduct during the interview, response to questions, and career planning. Participants are to use factual information throughout the application procedures and questioning.

SAMPLE INTERVIEW QUESTIONS

1. What personal traits do you feel that you possess to work well with other people?
2. What do you feel are your strengths for working here?
3. Why do you want to work in this occupational field?
4. What do you plan to be doing five years from today?
5. What are some of your weak areas that you would like to work on and how?
6. What type of vocational training are you currently taking?
7. What qualifications do you possess which will make you successful in this job?

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION Date _____ Social Security # _____

Name _____ Age _____ Sex _____
Last First Middle

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Phone Number _____ Own Home Rent Board

Date of Birth Height Weight Color of Hair Color of Eyes

Married Single Widowed Divorced Separated

Number of Children Dependents Other Than Wife or Childre Citizen of U.S.A. Yes No

If Related to Anyone in Our Employ, State Name and Department Referred By

EMPLOYMENT DESIRED

Position Date You Can Start Salary Desired

Are You Employed Now? If So, May We Inquire of Your Present Employer?

Ever Applied to this Company Before? Where When

EDUCATION	Name & Location of School	Years Attended	Date Graduated	Subjects Studied
Grammar School				
High School				
College				
Trade, Business or Correspondence School				

Subjects of Special Study or Research Work

What Foreign Languages Do You Speak Fluently? Read Write

U.S. Military or Naval Service Rank Present Membership in National Guard or Reserves

Activities Other Than Religious (Civic, Athletic, Fraternal, etc.)

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS (List Below Last Four Employers, Starting With Last One First)

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

REFERENCES: Give Below the Names of Three Persons Not Related to You, Whom You have Known At Least One Year

	Name	Address	Business	Years Acquainted
1				
2				
3				

PHYSICAL RECORD:
List Any Physical Defects

Were You Ever Injured? Give Details

Have You Any Defects in Hearing? In vision? In Speech?

In Case of Emergency Notify
Name Address Phone No.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date _____ Signature _____

DO NOT WRITE BELOW THIS LINE

Interviewed By _____ Date _____

REMARKS: _____

_____

_____

Neatness _____ Character _____

Personality _____ Ability _____

Hired _____ For Dept. _____ Position _____ Will Report _____ Salary/Wages _____

Approved: 1. _____ 2. _____ 3. _____

Employment Manager Dept. Head General Manager

PARTICIPANT _____

MONTANA FHA/HERO JOB INTERVIEW PROFICIENCY EVENT

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
PERSONAL APPEARANCE: Grooming Taste in wearing apparel Voice Poise	25	20	15	10	5		
CONDUCT DURING QUESTIONING: Confidence Honesty Sincerity Cooperativeness Presentation of facts in orderly fashion Demonstration of enthusiasm and initiative	25	20	15	10	5		
CAREER PLANNING: Evidence of planning chosen career through development of interest and experiences Presentation of logical reasons for selection of career Knowledge of job requirements	25	20	15	10	5		
SUPPORTIVE EVIDENCE: Completeness, neatness, and thoroughness of Application form	25	20	15	10	5		
TOTAL SCORE (100 possible)							
PENALTY (Specify reason)							
FINAL SCORE							

MONTANA FHA/HERO
CHAPTER ACTIVITIES SCRAPBOOK PROFICIENCY EVENT

The chapter historian, assisted by chapter members, will prepare an attractive, creative, and original scrapbook of activities to serve as a record of the FHA/HERO activities for the year.

RULES/PROCEDURES

1. The cover should be of sturdy construction.
2. Each scrapbook must carry the name of the chapter, school, city, state, and year on the cover and/or title page.
3. All entries in the scrapbook must be firmly attached. Each activity should be clearly labeled by a page heading and appropriate captions. People in pictures should be identified with first and last names.
4. Scrapbooks should contain many types of descriptive materials which pertain to activities of the chapter such as: pictures, news clippings, scripts of programs or ceremonies, and memorabilia. Sufficient information should be given to thoroughly explain each activity to an outside reader.
5. Activities in the scrapbook must be arranged in chronological, not categorical, order. A table of contents must be used. Dates must be included to tell the story of the chapter for the year.
6. Scrapbooks should be limited to one volume containing no more than 100 pages if only one side is used, or 50 pages if both sides are used.
7. Scrapbooks will be judged on neatness, originality, and organization of activities.
8. Scrapbooks should cover State Conference to State Conference, or July 1 to the State Conference. It is suggested that scrapbooks not cost your organization an excessive amount of money. Try to think of ways to economize by being creative and imaginative.
9. The scrapbook must be the work of chapter members only.
10. The scrapbook must be postmarked and mailed by the deadline announced by the state office to be eligible for competition. Scrapbooks should be packed carefully and insured for mailing.
11. Scrapbooks will be displayed at State Conference. It will be the responsibility of each chapter to pick up their books at the Conference.
12. There are no oral questions for this event. This event must be entered prior to the State Conference and scrapbooks submitted by due date.

PARTICIPANT_____

CHAPTER SCRAPBOOK OF FHA/HERO ACTIVITIES

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	COMMENTS
CHAPTER IDENTIFICATION COVER AND TITLE PAGE Original Cover States required information Fastened securely	10	8	6	4	2		
ORGANIZATION AND LAYOUT Categorical order Easy to follow	10	8	6	4	2		
NEATNESS Correct spelling, punctuation, grammar Overall attractive and neat	10	8	6	4	2		
ORIGINALITY AND CREATIVENESS Creative Original	10	8	6	4	2		
VARIETY OF DOCUMENTATION News, photos, art, written commentary	10	8	6	4	2		
ACTIVITIES: PROGRAM PLANNING PROCESS Used and identified steps of Program Planning Process	10	8	6	4	2		
GOALS OF CHAPTER All goals were clearly stated, complete and showed how they were completed	10	8	6	4	2		
USE OF ENCOUNTER Explained and used where necessary	10	8	6	4	2		
RELATIONSHIP TO CONSUMER AND HOMEMAKING OR HERO CLASS Showed relationship clearly and thoroughly	20	16	12	8	4		
TOTAL SCORE (100 possible)							
PENALTY (Specify reasons)							
FINAL SCORE							

CHAPTER DISPLAY

MONTANA FHA/HERO
CHAPTER DISPLAY PROFICIENCY EVENT
HONOR RED ROSE CHAPTER

The Chapter Display event is designed to encourage the development of a local indepth chapter project to provide a creative means of exhibiting the chapter projects; and to recognize chapters whose project makes worthwhile contributions to families, the school, or the community.

RULES/PROCEDURES

1. Each affiliated FHA/HERO chapter will be eligible to participate in this this event.
2. The display must be the effort and work of the local chapter members.
3. Displays are to cover one school year starting with July 1 through June 30.
4. The indepth project represented may include, but shall not be limited to the following:
   a. leadership activities
   b. community service activities
   c. national projects
   d. meetings (chapter, district, state, regional, national)
   e. promotional presentations
   f. fundraising activities
   g. recognition activities
   h. career development activities
   i. ceremonies
5. Each display must include the following descriptions in booklet form:
   a. project title
   b. goal statement and objectives
   c. specific activities/schedules/agendas/dates in chronological order
   d. target audience
   e. resources
   f. public relations strategies
   g. evaluation statement
   h. chapter members involved and their respective responsibilities
   i. three letters of recommendation from persons who have observed chapter activities relating to the indepth project
   j. a minimum of one news article related to the indepth project in Talk of the State. (The booklet must be with the completed display during the judging.)
6. The local chapter name should not be included on the display; however, each entry must include a detachable 3" x 5" card which shall be placed on the display after judging. The 3" x 5" card shall include the chapter name.
7. Although each display is to be identified by a pre-assigned number during judging, it will not be necessary to eliminate the specific chapter name from items utilized as part of the display.
8. The display shall be free standing or table top, not exceeding a space four feet deep by five feet wide and six feet high.

   NOTE: Particular attention should be given when setting up so that the final dimensions do not exceed the maximum dimensions.

9. Chapters must bring all supplies (e.g., tape, pins, etc.) to be used in setting up and all props necessary. Tables will be provided.

10. All entries will be open for public viewing during specified exhibit hours as designated in the Meeting Program. Each chapter will assume responsibility for the safety of their exhibit during public viewing hours.

11. The chapter displays will be judged on the following:

    a. extent to which Future Homemakers of America's planning process and and ways of working are used to generate chapter projects
    b. impact of the project on individuals, families, school or community
    c. extent to which the project has helped students grow and expand opportunities
    d. extent to which the project enhances the home economics curriculum
    e. extent to which the activities increase public awareness of the organization
    f. the clarity of the goals and descriptions of the project
    g. the overall quality of the display

12. All displays must be completely set up by the designated time.

13. In order to answer questions from judges pertaining to projects, each chapter will staff their display with at least one (no more than two) chapter members during specified time for judging.

14. Displays may not be removed until the announced time on the last day of the conference.

15. Preference will be given to the top proficiency chapter winner to display at the National Leadership Conference.

16. To enter the Chapter Display Honor Red Rose event, chapters must fill out the FHA/HERO Chapter Display Application.

PARTICIPANT _____

MONTANA FHA/HERO
CHAPTER DISPLAY PROFICIENCY EVENT
HONOR RED ROSE

Rating Sheet

CATEGORY	Excellent	Very Good	Good	Fair	Poor	Judge's Score	
I. Activities							
Impact on individuals, families, school, or community	10	8	6	4	2		
Enhancement of the home economics curriculum	10	8	6	4	2		
Extent of use of the FHA/HERO Planning Process	10	8	6	4	2		
Evidence of student growth or expansion of opportunities	10	8	6	4	2		
Clearly communicates goals and accomplishments of the chapter	10	8	6	4	2		
Extent to which activity increased public awareness of the organization	10	8	6	4	2		
Evidence of chapter members' evaluation of the project	10	8	6	4	2		
II. Presentation							
Specifications followed	5	4	3	2	1		
Clarity of goals and descriptions	5	4	3	2	1		
Originality and creativity	5	4	3	2	1		
Neatness and organization	5	4	3	2	1		
Thoroughness of information	5	4	3	2	1		
Overall quality, attractiveness	5	4	3	2	1		
TOTAL POINTS (100 possible							
PENALTY (Specify reason)							
FINAL SCORE							

MONTANA FHA/HERO
PARLIAMENTARY PROCEDURE PROFICIENCY EVENT

Participants will demonstrate their ability to conduct a chapter meeting using correct parliamentary procedure. Participants will develop an awareness of the benefits of parliamentary procedure in running an organized business meeting. Participants are encouraged to use and develop a working knowledge of parliamentary procedure in local chapter meetings.

RULES AND PROCEDURES

1. The event will be conducted by teams of five members.
2. Each member of the team will take a short written test on Parliamentary Procedure and the team score will count 50% in the final score for the team.
3. Teams will be assigned an order.
4. Each team will be given an identical agenda of the demonstration meeting and one item of new business to be handled.
5. Each team will be given a fifteen minute preparation period and during that time, team members will prepare on paper provided for them the following:
   a. Written minutes of a previous meeting to include one item of unfinished business
   b. A treasurer's report
   c. A committee report
6. As a team takes the floor, the event chairman will supply the secretary with paper to record minutes of the demonstration. These minutes will be given to the event chairman immediately following the demonstration and will be judged as part of the demonstration.
7. The team will demonstrate the business procedure necessary to complete a meeting from Call to Order to adjournment.
8. Every item on the agenda must be completed.
9. Each team is responsible for its own motion content and dialogue.
10. Only materials given to the team may be used. Parliamentary aids may not be brought into the contest room. A gavel and block will be provided.
11. Robert's Rules of Order will be the final authority.
12. Demonstrations may not exceed ten minutes.
13. To enter, fill out the FHA/HERO Parliamentary Procedure Team Application.
14. The room will be arranged by those involved: team members, judges, and chairperson.

MONTANA FHA/HERO
PARLIAMENTARY PROCEDURE PROFICIENCY EVENT

ORDER OF BUSINESS

Call to order (Opening and closing ceremony optional, but if used must be within time limit)

Minutes of Last Meeting

Officers Report

President or Vice-President

Treasurer's Report

Standing or Special Committees

Unfinished Business

New Business

Announcements

Adjournment

RESOURCES

Robert's Rules of Order

PARTICIPANT _____ 59

MONTANA FHA/HERO
PARLIAMENTARY PROCEDURE PROFICIENCY EVENT

Rating Sheet

Part I - Order of Business and Minutes

Value	PROPER ORDER OF BUSINESS	Score	Value	MINUTES OF MEETING	Score
1	Gavel--opening & closing meetings		2	Submitted immediately after demonstration	
1	Reading & approval of minutes		1	Type of meeting & name of organization	
1	Treasurer's Report		1	Date, time & place	
1	Reports--officers & standing committees		1	President & Secretary/ alternates present	
1	Reports--special committees		2	Main motions & action taken	
1	Unfinished Business		1	Name of maker of motion	
1	New Business		2	Other motion & action taken	
1	Announcements		1	Adjourn. time&signature	
1	Adjournment				
	Value: 9 points			Value: 11 points	
	Possible Total: 20 points			Team Total:	

Part II - Motions

	MAIN	SUBSIDIARY	PRIVILEGED	INCIDENTAL	Comments
Made					
Seconded					
Stated					
Debate or no debate					
Put to vote					
Vote result announced					
Value: 20 points				Team Total:	

Part III - Demonstration

Value	GENERAL PARLIAMENTARY PROCEDURE	Score	Comments
5	Proper recognition, motions, and debate		
10	Proper use of parliamentary terms		
5	Clarity of expression, voice projection		
5	Presiding official impartial		
10	Members show initiative		
5	Each member speaks at least once		
5	Poise, dignity, and appearance		
5	10 minutes (deduct 2 pts. if 1 minute over or under; zero if 2 minutes off)		
	VALUE: 50 points		Team Total:

Possible Written Test Score: 50 Team Average:

Grand Total:

_____

Judge's Signature

CREDITS

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